

# Understanding Access Levels

An Access Level is an authority designation in KAStack. There are four default Access Levels: Admin, Supervisor, Employee, and Observer. The permissions granted to each Access Level are outlined in the Site Settings Module on the Access Levels Tab. Customized Access Levels and the permissions associated with them can be created and customized for your organization. A user can have multiple Access Level designations but must be assigned one per module in order to access that module in KAStack.

By default, a user with an Admin Access Level will not be seen in the People Module unless they are also given the designation an Employee Access Level.

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